



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20010223

**OPEN:** 07/30/01

**CLOSE:** 08/28/01

**POSITION VACANT:** Supervisory Auditor (Deputy Branch Chief), GS-511-14. Salary ranges from \$74,697 from to \$97,108 per annum.

**THIS IS A PERMANENT POSITION.**

**PROMOTION POTENTIAL:** Supervisory Auditor (Deputy Branch Chief), GS-511-14

**LOCATION:** Office of Budget, Finance and Award Management, Division of Contracts, Policy, and Oversight, Cost Analysis and Audit Resolution Branch, National Science Foundation, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with Merit Promotion Plan described in NSF Manual 14 (PER II-500).

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** As Deputy Branch Chief, the incumbent participates with Branch Chief in the management of all activities of the Cost Analysis and Audit Resolution (CAAR) Branch and serves as a supervisor the CAAR's professional, administrative and support personnel. The incumbent of this position:

- Supervises the work of professional, administrative and support personnel. Plans and establishes schedules, deadlines, and standards for acceptable work. Evaluates work performance and prepares perform appraisals. Provides advice, counsel, or instruction to employees on both work and administrative matters. Identifies developmental and training needs of employees, providing or arranging for needed development and training.
- Provides information on indirect cost rate computation and indirect cost rates established by NSF and other Federal Agencies.
- Shares oversight of the analysis of direct costs proposed on grants, contracts or cooperative agreements to assist in determining the allowability, allocability and reasonableness of proposed costs in accordance with the applicable Federal cost principles.
- Shares responsibility for the review and analysis of audit reports issued by NSF's Office of Inspector General (OIG) and others, to determine the adequacy of the findings for both questioned costs and compliance and/or internal control issues.
- Shares responsibility for audit resolution which includes resolving all questioned costs or issues raised in various audit reports.
- Helps to ensure corrective actions are taken to address compliance and internal control issues, and that resolution settlement is properly coordinated with the OIG, Office of General Counsel, program directors, division director(s) DGA and CPO grants or contract officers, and others as appropriate.
- In conjunction with the Branch Chief maintains appropriate institutional and organizational relations and liaison and deals with issues of mutual interest with senior officials of educational, non-profit, commercial and governmental organizations with which NSF does business.

- Represents NSF on committees and working groups within NSF and with other Federal agencies on audit-related issues, changes in OMB Circulars, and cost principle/cost accounting standards.
- Is responsible for a variety of special studies on audit, financial and cost analysis-related matters, and surveys of organizational accounting, cost accounting and internal control systems.
- Makes recommendations and participates in the development of NSF, DGA and CPO administrative and management policies and practices.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. **CITIZENSHIP IS REQUIRED.** Applicants must meet one of the following basic requirements: A) A bachelor's degree in accounting or in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting; or B) A combination of education and experience - at least four years experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. The combination of education and experience must include one of the following: (1) 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; (2) a certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but does not fully satisfy the 24-semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals the breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting the applicant's education, training and experience fully meet the specified requirements. Applicant must have completed one year of specialized experience equivalent to the GS-13 level. **Specialized experience:** is experience which demonstrates supervisory, managerial, or professional grants management and contract work where the assignments are complex and difficult. The incumbent must possess extensive knowledge of accounting and concepts and practices, cost analysis techniques, and procurement, grants and other assistance laws, Federal Acquisition Regulations, OMB Circulars, policies and procedures. **Time-in-Grade Requirement:** Candidates must have complete one year of service at the GS-13 level.

### **QUALITY RANKING FACTORS:**

1. Knowledge of the laws, regulations, Executive Orders, OMB Circulars, policies and operating practices applicable to contracts, procurements, grants, and cooperative and other agreements, sufficient to provide expert advice on cost principles, internal control assessments, and development and implementation of new agency operations, procedures and policies to reduce opportunities for waste, fraud and abuse within the agency and at grantee and contractor organizations.
2. Knowledge of accounting and auditing concepts and cost analysis techniques sufficient to conduct all phases of financial and administrative review to determine the adequacy of a grantee and/or contractor's accounting system financial condition and fiscal capabilities.
3. Ability to review indirect cost rate proposals together with supporting financial statements and detailed cost data the purposes of establishing new or current rates.
4. Skill in oral communication and negotiation techniques sufficient to conduct complex and demanding negotiation sessions, represent the division/agency at critical meetings and on task forces, and to effectively meet and deal with top level academic, non-profit, business, industry, scientific and/or government officials.
5. Ability to direct and oversee work assignments.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year supervisory probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

Status candidates who wish to be considered under both merit promotion and noncompetitive examining procedures must submit two applications. If only one application is received, it will only be considered under the merit promotion program.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply, but must be qualified to be considered for this position. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veterans' Preference (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program (ICTAP) must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher of each quality ranking factor.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: \*Specify your country of citizenship. \* Specify your social security number. -Typing speed and number of errors per minute. \*Information about your education, including (1) high school graduation date a (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. \* Information about all your work experience related to this job, include job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe ( each separately. \* If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. \* The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 V Boulevard, Room 315 Arlington, VA 22230. Attn: Announcement Number C20010223. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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